



PYRAMID LAKE PAIUTE TRIBE

PO BOX 256
NIXON, NEVADA 89424

JOB ANNOUNCEMENT

JA26-019

ACCOUNTING CLERK

Finance Department, Nixon, NV

\$19.11 - \$21.08 hr. Regular, Full-Time, Non-Exempt

Class Code: 224, Grade 14, Step 1-3; DOE

Posted: 07/13/2026

Closing Date: 07/24/2026

DEFINITION: Performs clerical and record keeping duties to ensure the smooth operation of the financial functions.

DUTIES & RESPONSIBILITIES:

Consults with administration regarding all banking transactions and provide a fully reconciled statement of each account.

Maintain financial logs, i.e., requisition/purchase orders; issues requisitions to appropriate parties; prepares and issue purchase orders to appropriate parties.

Prepare a listing of all invoices for submission of payment authorization and verify coding on requisitions.

Prepare all checks as required for appropriate signatures.

Post general and subsidiary ledgers and other bookkeeping duties as directed by supervisor.

Prepare cash receipts, as required, for all bank accounts.

Prepares and compute travel advances, as needed.

Maintain journal entry files or financial records as needed.

Verify and prepare deposits.

Maintain files of account payable and receivables for all departments.

Deliver permits to vendors and collects permit money.

Prepare statistical reports, graphs, charts and files accordingly.

Performs a variety of secretarial and bookkeeping practices.

Screen phone calls or incoming mail and route to appropriate departments, as needed.

Perform other related duties as required.

MINIMUM QUALIFICATIONS:

Knowledge of basic business English, spelling, punctuation and grammar; of general office practices and procedures; basic bookkeeping practices; operation of office machines; computerized accounting policies and practices.

MINIMUM QUALIFICATIONS (cont.):

Ability to: type reports, correspondence and other materials in appropriate format and style; prepare summaries according to program requirements; follow complex oral and written instructions; apply clerical procedures and explain them to others; maintain office files and records; greet and deal effectively with the public.

Must possess a valid driver's license and be able to be insured under the Tribe's vehicle insurance policy.

REQUIRED EXPERIENCE & TRAINING:

High School Graduate or GED with two years' secretarial experience and at least one year's bookkeeping experience with a computerized accounting program in a responsible position. Must be able to type 45 WPM.

TO APPLY: Applications may be obtained from the Human Resources Office at the Tribal Administrative Building in Nixon, Nevada; by writing to the Pyramid Lake Paiute Tribe at PO Box 256, Nixon, NV 89424; or, by calling the Human Resources Office at (775) 574-1000, ext. 1120.

The Pyramid Lake Paiute Tribe is a drug free workplace. Applicants will be required to undergo drug testing prior to employment and will be subject to further drug and alcohol testing throughout their period of employment. . In addition, the Tribe implements a Background Investigation Program in which all employees are subject to a background investigation and favorable suitability determination as a condition of employment.

Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Section 472 and 473). However, the Pyramid Lake Paiute Tribe is an Equal Opportunity Employer, and all qualified applicants will be considered in accordance with the provisions of Section 703(I) of Title VII of the Civil Rights Act of 1964, amended in 1991.